

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held at the Village Hall at 6pm on
Thursday 14th March 2024

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) - apologies

Councillors: Cllr Debbie Brown (DB)
Cllr Sam Evans (SE)
Cllr Gaynor Hassan (GH)
Cllr Anne Hopewell-Ash (AH)
Cllr Rosemary James MBE (RJ) via Zoom

In attendance:

Clerk to the Council: Mrs N Evelyn-Gauci (NEG)

RFO to the Council: Mrs N Dunseath (ND)

1. **Apologies for absence & acceptance (1 min)**
Cllr Jane Croad – no reason provided
Cllr Ieuan Burridge-Bryant – no reason provided
Cllr John Summers – family commitments
2. **Declaration of interests (1 min)**
Accepted annual declaration of interest – if any other interests this will be declared below.
3. **Minutes – to approve as a correct record of the minutes of the meeting held on 8th February 2024 (2 min)**

It was approved as a true and accurate record DB proposed GH seconded

4. **Matters arising from the minutes of 8th February 2024 (20 min)**
 - 4.1 D-Day80
Entertainers and OSMVA would like to take part, possibility a fish and chip supper
DB – ongoing
 - 4.2 Managing Green Spaces – training date
DB – to check
 - 4.3 Village Plan – Public Meeting
Public meeting took place on the 11th March although the turnout was small, a few ideas was made see item 21.
 - 4.4 Village boundary signs
 - RFO asked CC about installation – still awaiting.
 - RFO noted the new signs quoted by Glasdon are £1102.78 each.

It was resolved: all agreed to purchase two signs

- 4.5 Review Freedom of Information Act – update
DB reviewed
- 4.6 Review OSMCC Publication Scheme – update
RJ reviewed
- 4.7 Review Health & Safety Policy – update
GH reviewed
- 4.8 Review GDPR Privacy Notice – update
IB - deferred

4.9 Review GDPR Website Privacy Notice – update
IB - deferred

4.10 Review Welsh Language Policy – update
SE reviewed

5. Local Residents (15 min) – web link available on request if meeting held via Zoom

Under Standing Order 3.(e) the meeting may be adjourned for up to fifteen minutes for a public session. Each member of the public may speak only once and may express observations only. Members of the Council should not enter into any discussion. The Chair may limit an individual's speech to provide equal opportunity to all members of the public.

Mr & Mrs Hudson-Davies, local residents attended to object to planning 24/00304/HSE Proposal Single storey side extension to adjoin existing garage, double storey rear extension, hip to gable and dormer to attic, with balcony and associated works Location 1 Began Road, Old St Mellons

After examining the plans, they put forward the following objections to the Community Council:

- Natural light reduced severely reduced
- Loss of privacy extensive
- Enclosed outlook – view of full side of extension
- Rainwater management of 3 flat roofs not detailed in design
- Highways – Began Road is narrow – construction vehicles not suitable
- Out of character materials being used
- Design of build is at odds with surrounding

Letter was hand delivered on 5th March but have had no response from planning department or acknowledging receipt.

DR thanked Mr and Mrs Hudson-Davies for their time and Cllrs agreed that OSMCC will be putting in an objection.

6. County Councillors Report (5 min)

(Cllr Joel Williams, Cllr Peter Littlechild to present report)

No report submitted

7. Annual Planner (15 min)

7.1 Risk assess St Edeyrn's wall and gates. Consider all encompassing annual risk review
Defer to next meeting

7.2 Review insurance provision – see 9.2

7.3 Prepare Audit
Audit requirements not received as yet - ongoing

7.4 Quarterly review of fixed assets
RFO reviewed

7.5 Annual Data Protection Registration Fee with ICO – direct debit
RFO confirmed DD still in place

7.6 Annual Fire Extinguisher – Blackwood Fire
Clerk to arrange

7.7 PAT Testing – Jack Rees Electrical
Clerk to arrange

8. Policies Procedures (15 min)

8.1 Review Code of Conduct
DR to review

8.2 Review Complaints Procedure
GH to review

8.3 Review Employers Liability Certificate
Clerk to update website with new certificate

9. Finance (15 min)

(RFO presented financial report)

Bank-statements have been received dated 29th February for the Main Account, and Savings Account, and 31st January for the Tennis Club Savings Account. The financial report has been completed using this information.

The expenses and cheques that need to be approved and paid are as per the Bank Reconciliation and are detailed as follows: - Direct Debit payments for utilities for March, 2 x returned hall hire bonds, SLCC Annual Membership for Clerk, Planning Aid Wales Training Course, Annual Boiler Service, 4th Quarterly Instalment Annual Grass Cutting Contract, Insurance, Councillors Allowance Annual Payment, HMRC PAYE Q4, Tennis Court annual maintenance, Clerk, RFO and Caretaker Expenses for February.

Income received during February totals £1290 for village hall bookings, with a further £315 awaited.

Income expected as received during February for the Tennis Club totals £175.98.

A further £701.24 is expected for receipts during March as follows: - Village Hall Bookings £495, Tennis Club £206.24.

eDF energy have mistakenly cancelled the direct debit arrangement for electricity charges to the village hall, which has been reinstated following instruction from the RFO. As the Community Council benefits from a discount for direct debit payment methods, eDF have applied a £15 credit to the account to cover any inconvenience caused.

With regards to the 60 chairs agreed at the last meeting, it was noted that OSMVA has requested if OSMCC can purchase these initially and they will provide a cheque for 50% of the cost. RFO noted that there was an additional discount of £200 for ordering 60 the total amount £621.00 including VAT.

It was resolved: all agreed

- 9.1 To approve RFO, Clerk and Caretaker, Cleaner expenses and Staff O/T
RFO £ 50.25, Clerk £58.38

It was resolved: all agreed

9.2 Insurance renewal

- Current Provider – Gallagher Insurance Brokers with cover provided by PEN
Annual cost for April 2023 = £1661.68
3-year long term arrangements end 31st March 2024
- Renewal Quotation 1 – Gallagher Insurance Brokers with cover provided by Hiscox
1 year cover £2008.24
3-year long term arrangement £2008.24 per year
- Quotation 2 – Clear Councils Insurance Brokers with cover provided by Aviva
1 year cover £1669.80
3-year long term arrangement £1584.73 per year
- Quotation 3 – Zurich Municipal
1 year cover £1659.43
3-year long term arrangement £1523.57 per year

RFO recommends a 3-year long term arrangement with Zurich Municipal as the cheapest option providing like for like cover.

It was resolved to go with RFO recommendations: all agreed

- 9.3 End of year budget review
RFO reviewed – noted looking favourable

- 9.4 Approval in internal auditors' quotation
RFO received a quote of £200 from existing internal auditor – Joanna Howell

It was resolved: all agreed

10. S106 Monies and Pavilion (15 min)

It was noted that the tender document has been sent out to 4 contractors by Roger North. Clerk to ask for the tender documentation and frequency of payments.

Roger North has submitted an invoice for £1,430.00 made up as follows: 1. £250 Planning Application fee 2. £1000 for submission of Planning Application, preparation of contract documentation and invitation to tender referred to as Interim application no. 1 plus VAT of £200. It was noted that in his covering letter, he stated that there was no charge for the drawings submitted with the planning application and that he had only charged for project management at 6%. Clerk to write to Roger North as it was understood that he had agreed to do the work free of charge.

11. OSMCC Tennis Club (10 min)

(Liz Morgan presented report)

- Constitution
Appears to be delays in obtaining expenses does cause problems, would like to increase limit of expenditure.

RFO agreed to meet with OSMCCTC to write new constitution with a view to increase allowable expenditure.
- Liz Morgan raised a matter that was not on the Agenda, namely, the decline in Membership renewals and future coaching arrangements. After some discussion, the Council agreed, in principle, to follow the OSMCCTC Committee's recommendations. To be considered further at the next meeting of OSMCC as an Agenda item.

12. Police Matters (5 min)

(Police presented reports via email)

***Old St Mellons Police Report between 08/02/24 – 08/03/24
Figures are calculated specifically for the Old St Mellons area.***

Call Categories

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage & Arson</i>	<i>2</i>
<i>Vehicle Crime</i>	<i>2</i>
<i>Violence without Injury</i>	<i>0</i>
<i>Violence with Injury</i>	<i>0</i>
<i>Public order offences</i>	<i>0</i>
<i>Burglary - Dwelling</i>	<i>0</i>
<i>Other Sexual offences</i>	<i>0</i>
<i>Miscellaneous crimes</i>	<i>0</i>
<i>Drug offences</i>	<i>0</i>
<i>Shoplifting</i>	<i>0</i>
<i>Anti – Social behaviour</i>	<i>2</i>
<i>Transport</i>	<i>0</i>
<i>Public Welfare / Concern calls</i>	<i>2</i>
<i>Suspicious incident</i>	<i>1</i>

Ward Priority

The priorities identified by the local community are:

- *Off Road motorcycle annoyance*
- *Auto-crime*
- *Littering*

Actions / Activities by the local Neighbourhood Policing Team.

South Wales Police are delighted to launch South Wales Listens - our brand-new community messaging service.

Through South Wales Listens you're invited to sign up and become a registered recipient of information messages about crime, engagement events, appeals, prevention advice, general policing activity in the local area where you live or work by email, text, or telephone.

Don't worry, we won't bombard you with every incident. You can choose exactly the type of messages you wish to receive.

We'd really like to hear from you so why not ask your family, friends, and colleagues to register too? Registration is completely free, quick, and simple. South Wales Listens also gives you an opportunity to complete surveys and provide feedback to your local neighbourhood police team on the issues that matter most to you, helping us to work together to keep South Wales safe. You will be able to sign up to the system using the link below.

Home Page - De Cymru yn Gwranddo (southwaleslistens.co.uk)

Please note that this service is not for reporting crimes or incidents – to make a report please do this here - Home | South Wales Police (south-wales.police.uk) or dial 999 in an emergency.

Emerging Trends

Off-road motorbikes continue to be an issue for the community and the local Neighbourhood Policing would encourage reports to be made via '101' whereby intelligence can be gathered to target offenders. South Wales Police are addressing the issue via Operation Red Mana in conjunction with the local authority. All issues should also be reported to your local councillors to make them aware to facilitate the use of the council off road team. South Wales police are introducing new methods of intelligence gathering within the force in an aim to tackle this issue. Any information provided to the police in relation to off road bikes will be used within this new system.

Auto-crime/opportunists has been on the rise therefore the neighbourhood team have been dealing with the incidents by reassuring residents and doing what's necessary to identify the individuals responsible, this will continue as long as needed. Since the neighbourhood have been taking action we have seen a decrease in the amount of calls in relation to Auto crime incidents.

We have recently had a PACT meeting held with the community of St Mellons and the main concerns raised are Off road motorbikes and the amount of litter in the area.

Jo Pritchard
SCCH | PCSO 56587

St Edeyrn's Village Police Report 01/02/2024 – 29/02/2024 **Figures are calculated specifically for the St Edeyrn's Village area.**

Call Categories

Theft	1
Criminal Damage & Arson	0
Vehicle Crime	1
Violence without Injury	3
Violence with Injury	0
Public order offences	0
Burglary - Dwelling	0
Sexual offences	1
Miscellaneous crimes	2
Drug offences	0
Shoplifting	0
Anti – Social Behaviour	1
Transport	3
Public Welfare / Concern calls	7
Suspicious incident	1
Commercial Burglary	0

Ward Priority

The priorities identified by the local community are:

- Suspected drug dealing around the Heol Bennett area.
- Anti-social use of motor vehicles and motorbikes.

Actions / Activities by the local Neighbourhood Policing Team.

Speeding operation has been conducted with any offenders stopped and given speed awareness advice.

Suspicious activity involving vehicles around the Ruperra Close has now stopped due to the increased patrols at the location.

South Wales Listens is a new community engagement service that allows members of the public to create an account. They can then send messages to the Neighbourhood Policing Team regarding any emerging issues or information they wish to supply to the police. The local PCSO's will be attending the area and going door to door offering the resident the opportunity to sign up to this new service. The messaging service is now live and the local officers will put out messages to alert residents of any new concerns or problems that we become aware of.

Emerging Trends

Concerns in relation to vehicle crime starting up again. Residents are encouraged to lock their vehicles and not leave any items of value on display or in their vehicles.

Now that the warmer months are approaching we anticipate there may be an increase in anti-social behaviour in the streets. The local NPT officers will be patrolling especially during the evenings when such incidents are likely to occur.

James Munro @SWPCardiff
Rhyngyll yr Heddlu 4859 | Police Sergeant 4859

13. Planning (5 min)

- 22/2/24 Ref: PA/24/00002 - Proposal Proposed development of 6no. residential units and associated works. Location Land East Of Blackbirds Way, St Mellons.

Noted.

- 24/00304/HSE Proposal Single storey side extension to adjoin existing garage, double storey rear extension, hip to gable and dormer to attic, with balcony and associated works Location 1 Began Road, Old St Mellons.

It was noted that OSMCC will be sending an objection.

14. One Voice Wales (RJ) (5 min)

It was noted that the Clerk has received today correspondence from OVW with regards to membership renewal. The new annual fee from April 2024/2025 is £910

It was resolved: all agreed

15. St. Mellons Primary CiW School (5 min)

(Mr Stephen Ashton presented report via email)

Old St. Mellons Community Council Report-St. Mellons CIW Primary 14.03.2024

Pupil Voice

Pupils making a positive contribution to everyone's learning and well-being remains a very important part of school life. Recently, the Eco Committee went litter picking around St. Edeyrns. The event was organised by STEPS, the local litter picking group. Children were also joined by Love Where You Live from Cardiff Council. In all the children collected eight bags of litter!

The Eco Committee have also been busy constructing two planters which they won in a competition run by Keep Wales Tidy. Plants were specifically chosen to attract wildlife and children are looking forward to watching the plants grow and seeing what wildlife they attract.

Another of the school's very active committees, Criw Cymraeg, have also been active. The children recently led a whole school assembly. Children have been asked to design a mascot for Criw Cymraeg that will be unique to St. Mellons.

Eisteddfod

The whole school community celebrated St. David's Day with an Eisteddfod in the school hall. It was a spectacular site with all the children and staff dressed in red! Prizes were awarded for children's efforts and it was lovely to see so many artistic and literary contributions from families who had taken part in the home-school task. The Eisteddfod concluded with the Chairing of the Bard ceremony led by the Headteacher.

Curriculum for Wales

School continues to embed the new curriculum by ensuring children experience learning in a variety of contexts. Some children have been looking at the idea of change. Reception children have been exploring how toys have changed over time. They are finding out about what their parents and grandparents' toys were like and what they were made from. Other classes are discovering how houses and homes have changed over time. Class 3 is investigating how being part of St. Mellons School has changed over the years. They recently visited St. Fagan's and although a little apprehensive at first, children enjoyed the experience of being pupils in a Victorian classroom. At the moment they are busily planning a time capsule reflecting their school life in 2024.

Christian Value

This half term's Christian Value is courage.

Easter 2024

As the end of term approaches children will be participating in an Easter Bonnet Parade and an Easter Eucharist where they will have the opportunity to reflect upon the meaning of Easter.

Stephen Ashton
Community Governor
St. Mellons CIW Primary School
14.03.2024

16. **St. Edeyrn's Church Working Party (DB, DR, GH, RJ, JS) (5 min)**
Nothing to report
17. **St. Edeyrn's Village (5 min)**
Nothing to report
18. **Village Hall Working Party (AH, DB, DR, GH, RJ) (5 min)**
OSMVA would like to utilise the old WI notice board - agreed
19. **Playing Field Working Party (AH, DR, IB, JC, JS, SE) (10 min)**
Defibrillator has been checked - quarterly
20. **Training (10 min)**
(Attendees to provide feedback from courses)
 - Joint event One Voice Wales and Planning Aid Wales - Thursday 7th March – JC has booked this course
 - Clerk attended a BHS course on CPR – 4th March 2024
 - Clerk has booked a course for OVW Digital Accessibility 27th March 2024
21. **Correspondence (5 min)**
 - D-DAY 80 FLAG OF PEACE The Flags come in various sizes with the largest being 5' x 3' at a cost of £28.80 including VAT, post and packaging, with the smallest being a 3' x 2' at a cost of £22.80 including VAT, post and packaging.

It was resolved: all agreed to purchase the large flag.
 - SLCC meeting Community Clerks the following was discussed
 - Martyn's Law – protecting events from terrorism - this is still in consultation.
 - New waste regulations – sorting own waste.
 - Cyber Resilience – how to prevent being cyber attacked – Police led Wales Cyber Resilience Centre – free membership. It was noted that the Clerk has signed for membership.
Training is available either as a group session or individual training online. Clerk noted this is free.
 - Public Meeting – 11th March 2024
OSMCC held a public meeting for local residents to share their views on what they would like to see in their local community. A few suggestions were given as follows:
 - New kitchen in the village hall
 - Toilet improvement in the village hall

- Food hygiene course for long term hirers
 - Defib. Training for all Cllrs
 - Farmers Market – weekly in the playing field
 - Car park to hedgerow with grass grid
 - Request for Police monitoring parking at weekends
 - Parking at Village Hall
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- Cabinet Office announced a government funded voluntary scheme throughout the United Kingdom to allow public authorities to apply for a free, framed portrait – Clerk has arranged for the purchase of the King's portrait.

22. Items for next meeting (2 min)

- D-Day80 – DB update
- Managing Green Spaces – training date – DB
- Installation of signs – RFO
- Review GDPR Privacy Notice – IB update
- Review GDPR Website Privacy Notice – IB update
- Risk assess St Edeyrn's wall and gates. Consider all encompassing annual risk review
- Review Code of Conduct – DR
- Review Complaints Procedure – GH
- OSMCCTC – Constitution
- OSMCCTC - Coach

Meeting closed at: 8:30pm

Date of next meeting: 11th April 2024 via Zoom



Cllr Dianne Rees MBE

Chair to the Old St. Mellons Community Council